

**ARIZONA BOARD OF APPRAISAL**  
1400 West Washington, Suite 360  
Phoenix, Arizona 85007  
(602)542-1539 FAX (602)542-1598  
Web Site: [www.appraisal.state.az.us](http://www.appraisal.state.az.us)

**REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR  
INACTIVE LICENSE OR CERTIFICATE STATUS  
For Other Than Active Military Duty**

The attached application is intended for use by applicants for inactive license or certificate status pursuant to A.R.S. § 32-3627.

All entries must be typewritten or printed in ink. If you do not answer <b>EVERY</b> question, your Application will be considered incomplete and will delay the issuance of your inactive license or certificate status.
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**FEES:** \$0.

**PERIOD OF INACTIVE STATUS:** The period a license or certificate is on inactive status may not exceed two years.

**RESTRICTIONS UNDER INACTIVE STATUS:** A license or certificate holder on inactive status shall not: (1) Represent that the license or certificate holder is an active appraiser licensed or certified in Arizona; or (2) Perform real estate appraisals or appraisal reviews on real estate in Arizona.

**REACTIVATION OF INACTIVE STATUS:** A license or certificate holder on inactive status must file with the Board an application for reactivation of the license or certificate BEFORE resuming real estate appraisal activity. To return to active status, an inactive license or certificate holder shall do both of the following: (1) File with the Board an application for reactivation of the license or certificate; and (2) Provide evidence of completion of the required continuing education that the license or certificate holder would have been required to meet during the period when a license or certificate holder's license or certificate was on inactive status. A license or certificate holder on inactive status remains on inactive status until the Board approves the application for reactivation.

**DISCIPLINARY OR REMEDIAL ACTION:** The Board may take disciplinary or remedial action against a license or certificate holder who is on inactive status.

**FAILURE TO MAKE TIMELY APPLICATION FOR REACTIVATION:** If the holder of an inactive license or certificate does not make timely application for reactivation, the holder must reapply for licensure or certification meeting all of the requirements in effect at the time of the reapplication.

**RENEWAL APPLICATION AND RENEWAL FEE:** A license or certificate holder on inactive status must pay the renewal fee and complete an application for renewal AT THE USUAL RENEWAL TIME; however, the appraiser or certificate holder is not required to provide evidence of completion of the continuing education requirements until the application for reactivation is filed.

**NOTIFICATION IN WRITING BY THE BOARD:** Because each applicant must be provided notification in writing and to allow Board staff the opportunity to process all applications in a timely manner, please be patient and wait for your written notification. Thank you for your cooperation.

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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

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\$0 Fee

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**Current license/certificate number** \_\_\_\_\_

1. Legal name of applicant \_\_\_\_\_  
(Last) (First) (Middle)

2. Mailing address \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (County) (State) (Zip)

**NOTE: All mail will be sent to your mailing address.**

3. Daytime telephone number \_\_\_\_\_

4. Fax number \_\_\_\_\_

5. E-Mail address \_\_\_\_\_

6. Business name and address \_\_\_\_\_  
\_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (County) (State) (Zip)

7. Permanent residence address \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (County) (State) (Zip)

I have read and understand the requirements for inactive license or certificate status and hereby request to have my license or certificate placed on inactive status.

Date

By signing this application, I give my irrevocable consent that service of process on me may be made by delivery of the process to the Secretary of State if, in an action against me in a court of this state arising out of my activities as a state licensed or state certified appraiser, the plaintiff cannot effect, in the exercise of due diligence, personal service on me.

Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_